This job aid provides information for agency accounting staff who will add lease and receivable lease amendments.

Overview

Step	Action	Additional Information
1	Add amendment	Add amendment for lease or receivable lease.
2	Update other related information	Use the advanced edit mode to update other related information if needed for the amended lease or receivable lease terms.
3	Attach copy of amendment	Use the documents option to attach a copy of the amendment.

Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, add or delete lease options, etc.

✓ Depending on the type of amendment, you might need to make additional updates based on the changes for the lease or receivable lease. If needed, you can update the other related information when you add the amendment. For example, you might need to update information for payments or options.

✓ Accounting users can also add lease and receivable lease amendments when using the business process wizards for lease review or receivable review.
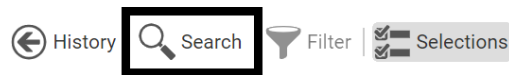
Lease Amendment

Use the search option to find the lease contract so that you can add the amendment.
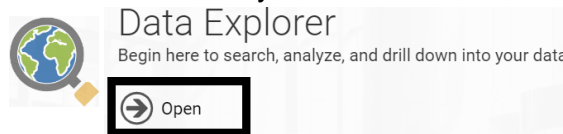
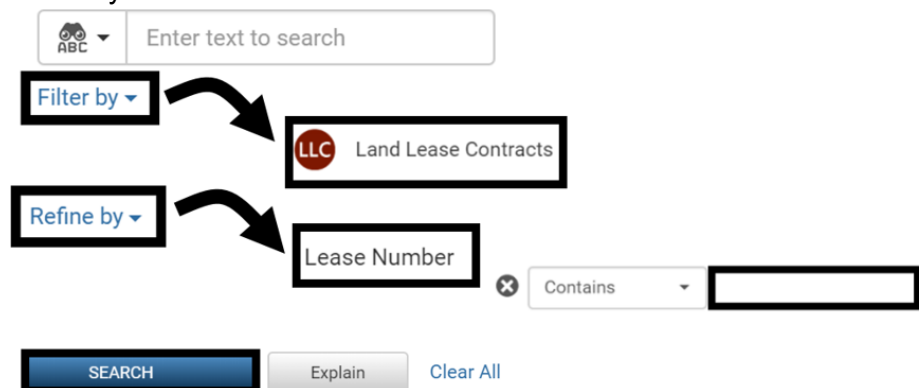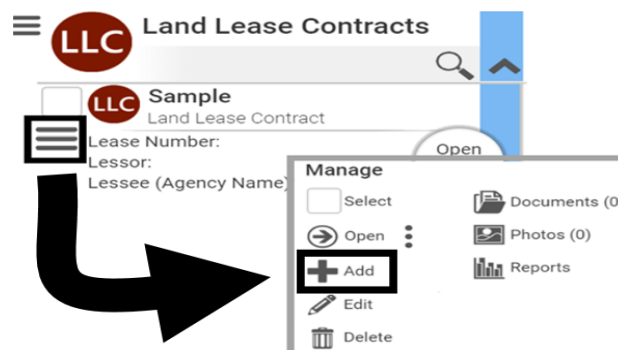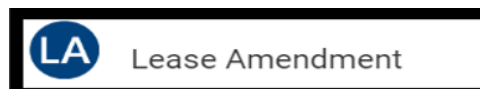|	
1. **Select:** Open.	**Data Explorer** Begin here to search, analyze, and drill down into your data ⊕ Open
2. **Select:** Search.	⊕ History 🔍 Search ▽ Filter │ ☑️ Selections
3. **Select:** Filter by. **4.** **Select:** Land lease contracts. **5.** **Select:** Refine by. **6.** **Select:** Lease number. ➔ FPMT will display additional options. **7.** **Input:** Search criteria. **8.** **Select:** Search.	In this example, we use search tools to filter by land lease contracts and refine by lease number. ABC ▾ Enter text to search Filter by ▾ ➔ LLC Land Lease Contracts Refine by ▾ ➔ Lease Number ⊗ Contains ▾ SEARCH Explain Clear All
9. **Select:** Menu. **10.** **Select:** Add.	☰ LLC Land Lease Contracts 🔍 ⌃ LLC Sample Land Lease Contract ☰ Lease Number: Open Lessor: Lessee (Agency Name) **Manage** ☐ Select 📂 Documents (0) ⊕ Open ⋮ 🖼️ Photos (0) ➕ Add 📊 Reports ✏️ Edit 🗑️ Delete
11. **Select:** Lease amendment.	LA Lease Amendment
12. **Select:** Create a new lease amendment.	Create a new Lease Amendment
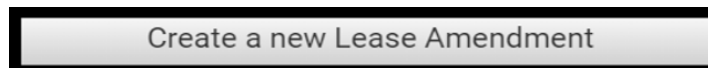
☑ Advanced Mode

13. Input: Name.
➔ Use the amendment type and amendment number for the name.
➔ Lease amendment properties includes several optional fields for your agency. For example, description is optional.

↩ 🗑 **Lease Amendment Properties** ⌃

Name

Description

14. Input: Amendment number.
➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).
15. Select: Amendment type.

Amendment Number

Amendment Type
▾

16. Input: Amendment description.
➔ Provide brief description of what has changed in the lease.

Amendment Description

17. Input: Amendment effective date.
18. Input: Amendment execution date.
19. Select: Lease amendment status.
➔ Status should be active when adding new amendments.
➔ Comments are optional.

Amendment Effective Date
📅

Amendment Execution Date
📅

Lease Amendment Status
Active ▾

Comment

20. Select: Save and close.
➔ You can update other related information before you select save and close.

↩ 🗑 Land Lease Contract To Lease Amendment Link Properties ▾

↩ Land Lease Contract Properties ▾

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SAVE AND CLOSE   Cancel

➔ In this example, we can select the lease payments or land lease contract properties to update other related information before we save and close.

☰ 🔴LP **Lease Payments**
🔍 ⌃

☐ 🔴LP **Sample**
Lease Payment
Lease Number:
Payment Series Number: Edit
Payment Frequency:

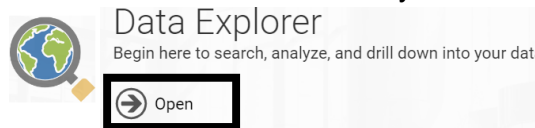↩ 🗑 Land Lease Contract To Lease Amendment Link Properties ▾

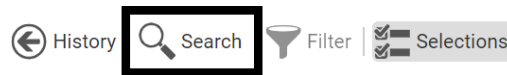↩ Land Lease Contract Properties ▾

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SAVE AND CLOSE   Cancel

Receivable Lease Amendment

Use the search option to find the receivable lease contract so that you can add the amendment.

1. **Select:** Open.	**Data Explorer** Begin here to search, analyze, and drill down into your data ⊙ Open
2. **Select:** Search.	⟵ History 🔍 Search 🔽 Filter ☑ Selections

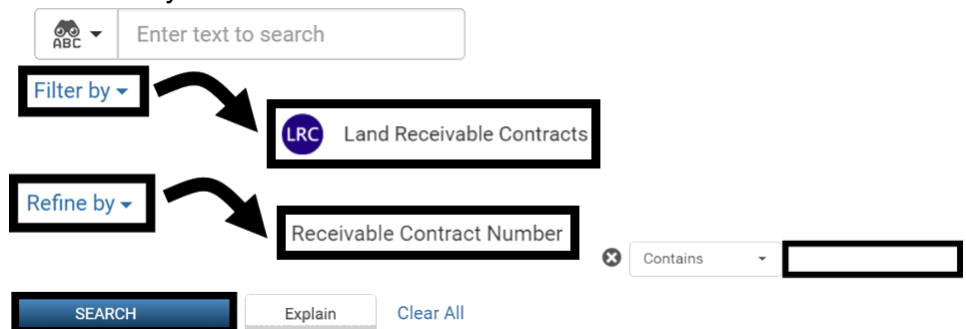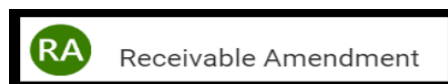|	
3. **Select:** Filter by. 4. **Select:** Land receivable contracts. 5. **Select:** Refine by. 6. **Select:** Receivable contract number. ➔ FPMT will display additional options. 7. **Input:** Search criteria. 8. **Select:** Search.	In this example, we use search tools to filter by land receivable contracts and refine by receivable contract number. ABC ⊡ [Enter text to search] Filter by ⌄ → LRC Land Receivable Contracts Refine by ⌄ → Receivable Contract Number ⊗ Contains ⌄ [ ] SEARCH Explain Clear All

9. **Select:** Menu. 10. **Select:** Add.	☰ LRC **Land Receivable Contracts** 🔍 ⌃ LRC **Sample** Land Receivable Contract ☰ Lease Number: Receivable Contract Nu... Open Lessor (Agency Name): **Manage** ☐ Select 📁 Documents (0) ⊙ Open ⋮ 📷 Photos (0) ➕ Add 📊 Reports ✏ Edit 🗑 Delete

11. **Select:** Receivable amendment.	RA Receivable Amendment
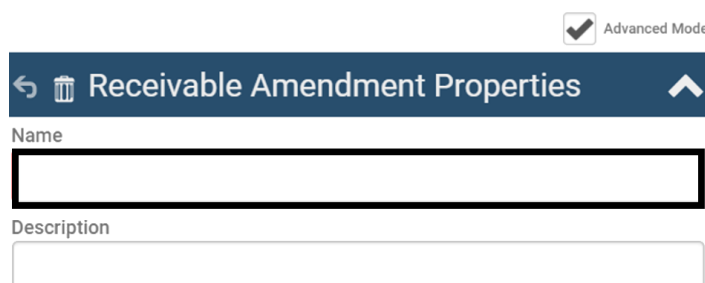
12. **Select:** Create a new receivable lease amendment.	Create a new Receivable Amendment
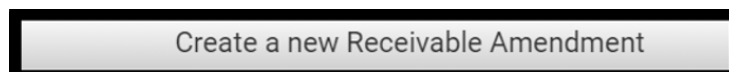
13. **Input:** Name. ➔ Use the amendment type and amendment number for the name. ➔ Receivable amendment properties includes several optional fields. For example, description is optional.	☑ Advanced Mode ↩ 🗑 **Receivable Amendment Properties** ⌃ Name [ ] Description [ ]

14. Input: Amendment number.
➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).
15. Select: Amendment type.

Amendment Number

Amendment Type

16. Input: Amendment description.
➔ Provide brief description of what has changed in the lease.

Amendment Description

17. Input: Amendment effective date.
18. Input: Amendment execution date.
19. Select: Receivable amendment status.
➔ Status should be active when adding new amendments.
➔ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Receivable Amendment Status

Active

Comment

20. Select: Save and close.
➔ You can update other related information before you select save and close.

↩ 🗑 Land Receivable Contract To Receivable Amendment Link Properties ⌄

↩ Land Receivable Contract Properties ⌄

SAVE AND CLOSE   Cancel

➔ In this example, we can select the receivable payments or land receivable contract properties to update other related information before we select save and close.

☰ RP **Receivable Payments**
🔍 ⌃
☐ RP **Sample**
Receivable Payment
Receivable Contract Number:
Payment Series Number: Edit
Payment Frequency:

↩ 🗑 Land Receivable Contract To Receivable Amendment Link Properties ⌄

↩ Land Receivable Contract Properties ⌄

SAVE AND CLOSE   Cancel

Update Other Related Information

Amendments provide a way to document specific changes for an existing contract.

✓ Depending on the type of amendment, you might need to make additional updates based on the changes for the lease or receivable lease. You can use the advanced edit mode to update other related information if needed for the amended lease or receivable lease terms.

Advanced Mode	Advanced Mode
↩ 🗑 Lease Amendment Properties ⌃	↩ 🗑 Receivable Amendment Properties ⌃

| Amendment Type	Lease Tables	Data Field/Action
Lease Extension	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)
Square Feet & Rent Change	Lease/Receivable Lease Contract Space(s) Lease/Receivable Lease Payment (existing) Lease/Receivable Lease Payment (new)	Lease Square Feet (update) Square Feet (update) Lease Payment Status (inactive) New Lease Payment (add)
Square Feet Change	Lease/Receivable Lease Contract Space(s)	Lease Square Feet (update) Square Feet (update)
Rent Rate Change	Lease/Receivable Lease Payment (existing) Lease/Receivable Lease Payment (new)	Lease Payment Status (inactive) New Lease Payment (add)
Add Option(s)	Lease/Receivable Lease Option (new)	New Lease Option (add)
Delete Option(s)	Lease/Receivable Lease Option (existing)	Lease Option Status (inactive)
Amend Legal Description	None	None
Revise Parking	Lease/Receivable Lease Contract	Parking Included in Lease (update) Parking Stall Count (update)
Ownership Change	Lease/Receivable Lease Contract	Lessor Name (update)
Revise Other Costs	Operating Costs	Applicable Annual Costs (update)
Other Change in Lease Term	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)
Asset Impairment	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)

Attach Copy of Amendment Document

Use the documents option to attach a copy of the amendment.

1. **Select:** Menu.
2. **Select:** Documents.
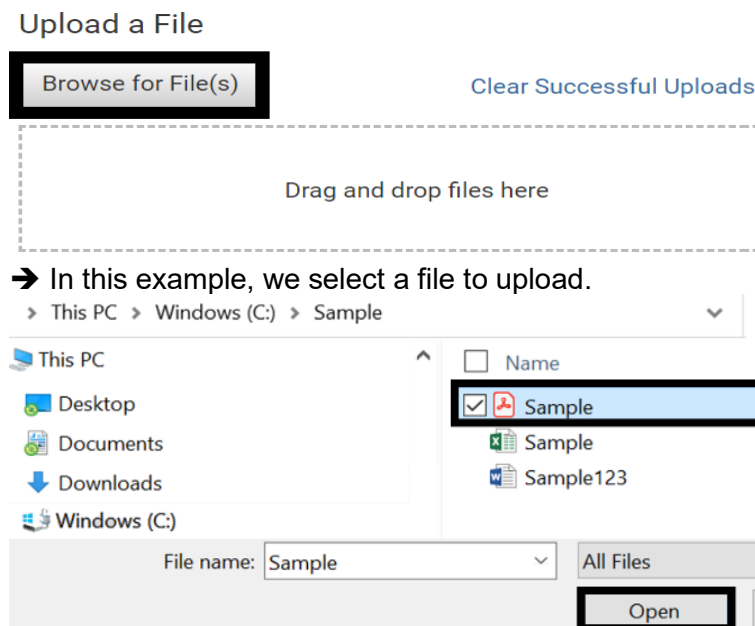➔ FPMT uses standard tools to upload and manage documents.

In this example, we select documents from the lease amendment menu.
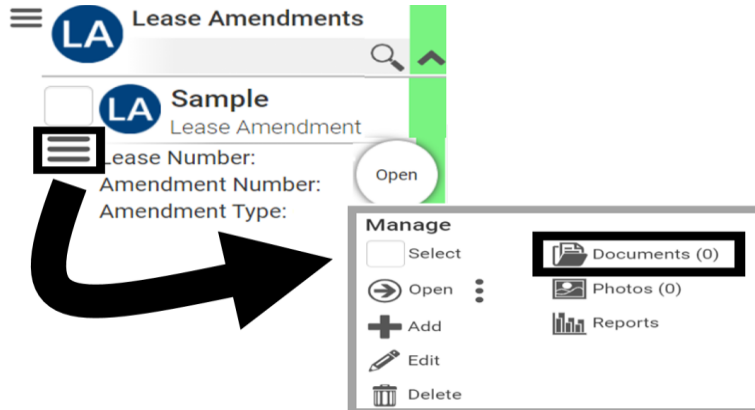
3. **Select:** Upload.
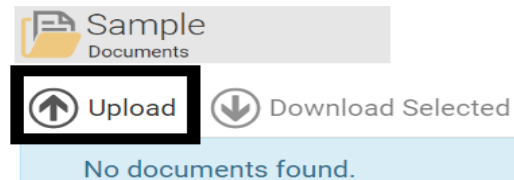
4. **Select:** Browse for files.
➔ FPMT uses standard options to browse, select, and upload files. You can also drag and drop files.

➔ In this example, we select a file to upload.

5. **Select:** Close.